



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DIRECTOR, FEDERAL AND RELATED PROGRAMS	41	A	5.205
ASSISTANT DIRECTOR, FEDERAL AND RELATED PROGRAMS	40	A	5.206

SERIES CONCEPT

Directs and supervises consultant staff in the branch. The Federal and Related Programs Branch regulates and/or provides statewide assistance to public and private schools for kindergarten through twelfth grade through federal programs. Programs require planning and development of curriculum and management of federal, state and private assistance received by the state and local school boards.

Plans, directs and reviews program implementation by determining needs, setting goals, identifying potential barriers and developing specific objectives in order to accomplish program objectives. Assigns tasks and program responsibilities to staff in order to use their skills and interest in accomplishing program objectives. Counsels, coordinates and advises staff in order to assure that their responsibilities are carried out and to review progress, discuss problems and to identify resources and solutions to problems. Evaluates program effectiveness in order to determine any changes that may be necessary. Responds to requests for services by planning with staff in order to provide services in a timely and cost effective manner. Responds and/or supervises responses to information requests in order to assure timely and correct responses. Reviews, edits and approves all documents printed and sent from the Branch in order to assure appropriateness and correctness of form and content.

Develops and reviews budgets for program areas in order to assure compliance with policy and procedures. Monitors the maintenance of program budgets and reports to assure appropriate procedures are followed. Approves purchases, subgrant award documents, requests for payment by subgrantees and federal program monitoring reports in order to assure compliance with policies, procedures and regulations. Develops the branch biennial budget based on requests and perceived needs and reviews control reports in order to determine discrepancies and/or necessary changes and to recommend or institute corrective action or adjustments.

Develops interview questions, participates in the interview process and works with the personnel office to establish effective job announcements and selection criteria in order to staff the branch with the best possible employees. Identifies the need for additional staff in order to develop requests and justifications. Identifies employee training needs in order to provide appropriate training. Guides new employees in setting objectives, reviewing written drafts, establishing deadlines, and monitoring progress of training in order to direct new employee development. Establishes work performance standards in order to evaluate employees according to schedule. Initiates disciplinary actions when necessary.

Develops and implements programs by working with school districts, the State Board of Education, and other professional organizations in order to make improvements to educational offerings.

Initiates changes in statutes and regulations based on district and program needs by gathering information and developing the appropriate language. Interprets statutes and regulations for the public which includes referencing the appropriate section of the law of administrative code and explaining its meaning.

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CLASS CONCEPTS

DIRECTOR, FEDERAL AND RELATED PROGRAMS

Under general direction of the Deputy Superintendent, the Director plans, organizes and directs the branch. The incumbent performs the range of duties described in the series concept and has full administrative and supervisory responsibility for the branch.

ASSISTANT DIRECTOR, FEDERAL AND RELATED PROGRAMS

Under general supervision of a Director, Federal and Related Programs, assists the Director in the administration of the branch. The Assistant Director coordinates, directs and reviews the work of branch staff; provides training to staff; participates in the development of the annual work plan and budget; assists in revising policy and procedure; and performs some of the work performed by lower level consultants.

MINIMUM QUALIFICATIONS

DIRECTOR, FEDERAL AND RELATED PROGRAMS

EDUCATION AND EXPERIENCE:

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Master's degree in education or related field and three years of relevant administrative experience which included directing, administering or supervising a related program at the elementary, secondary or postsecondary levels plus three years of professional experience teaching or in a professional specialty from which the applicant demonstrates possession of the entry level knowledge, skills and abilities; OR

II

Three years as an Education Consultant.

LICENSE:

Possession of a conditional license to teach in Nevada is required at the time of appointment. Employees must maintain license for continuing employment in this class.

OR

Possession of other appropriate credential in an appropriate area of employment. Maintenance of such credential is required for continuing employment.

FINGERPRINT: The selected candidate may be required to submit fingerprint cards and release forms to access information on matters relating to criminal activities involving children. The hiring agency is NOT responsible for payment of administrative and/or processing fees.

TRAVEL: Required to travel to metropolitan, rural and remote locations.

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MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of where to go within the organization for needed fiscal information. Working knowledge of all budgets and department fiscal procedures. Working knowledge of Nevada Revised Statutes and Nevada Administrative Code.

Ability to determine training needs. Ability to discipline when necessary. Ability to gain the trust and establish rapport with local school district personnel. Ability to discuss a variety of education statutes and regulations on short or no notice. Ability to read federal regulations in order to assure plans comply with federal laws and intent. Ability to manage space, equipment and material resources.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of school administration, school budgeting and finance, employee-teacher management, public relations and supervision. Knowledge of basic principles of education methods of learning, child growth and development, school and classroom management/testing and measurement, statistical analysis, motivational theories and curriculum development. Demonstrated ability in financial analysis, planning, preparation, and administration of a \$15 million budget with 19 budget accounts. This includes appropriately correlating available fiscal resources with branch programmatic needs.

Ability to organize workflow to accomplish objectives. Ability to delegate responsibility. Ability to establish and maintain cooperative working relationships with educational consultants, support staff, other branches within the agency, supervisors, local school district personnel, Federal Educational Department, other agencies, advisory committees, and State Board of Education. Ability to encourage subordinates on a personal and professional basis in one-to-one and small group situations. Ability to listen perceptively and communicate assignments clearly. Ability to motivate others to effective action. Ability to negotiate, exchange ideas, information and opinions with supervisor and subordinates to formulate policies and programs to arrive jointly at decisions, conclusions or solutions. Ability to perform a variety of duties, often changing from one task to another of a different nature. Ability to interact diplomatically with the public in the face of resistance and hostility. Ability to speak in one-to-one and small group presentations to obtain information and to persuade others to accept the plan. Ability to modify or adapt plans when necessary. Ability to coordinate activity. Ability to analyze information, problems, situations to define the problem, formulate logical and objective conclusions, recognizing alternatives and their implications. Ability to write concise, logical grammatically correct reports to inform local education agencies and the public how to comply with statutes and regulations. Ability to work as part of a team. Ability to work independently and follow through on assignments with minimal direction.

MINIMUM QUALIFICATIONS (cont.)

ASSISTANT DIRECTOR, FEDERAL AND RELATED PROGRAMS

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university with a Master's degree in education or closely related field and two years of relevant administrative experience and three years of teaching experience at the secondary level or above or three years of experience in a professional specialty from which the applicant demonstrates possession of the entry level knowledge, skills and abilities;
OR

II

Two years as an Education Consultant.

LICENSE:

Possession of a conditional license to teach in Nevada is required at the time of appointment. Employees must maintain license for continuing employment in this class.

OR

Possession of other appropriate credential in an appropriate area of employment. Maintenance of such credential is required for continuing employment.

FINGERPRINT: The selected candidate may be required to submit fingerprint cards and release forms to access information on matters relating to criminal activities involving children. The hiring agency is NOT responsible for payment of administrative and/or processing fees.

TRAVEL: Required to travel to metropolitan, rural and remote locations.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of school administration, school budgeting and finance, employee-teacher management, public relations and supervision. Knowledge of basic and advanced principles of education including: curriculum development and implementation, instructional methodologies and materials for basic subjects such as reading, mathematics, language arts and English for non-English speaking students, employee-teacher relations, public relations, supervision, assessing student needs, classroom management, psychological theories of learning, child growth and development, tests, measurement and evaluation including educational statistics and motivation theories.

Ability to organize and arrange work assignments which need to be accomplished and distributed to staff. Ability to plan and develop tasks, review data requirements, determine the need for goals, policies and procedures, determine the sequence of operations and oversee the production of the plan. Ability to read and analyze information such as federal laws, regulations, and other documents. Ability to recognize alternatives and their implications. Ability to make judgments about existing situations and whether they are similar to or different from prescribed standards. Ability to observe and identify appropriate school practices, instructional methods, classroom management and measurement systems. Ability to write grammatically correct letters, memoranda, directives, and other correspondence. Ability to write technical reports, plans, guidelines, instructions, compliance finding reports, etc. in grammatically correct and understandable language.

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MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Ability to prepare, organize and deliver oral presentations which clearly communicate the intended message. Ability to initiate work and follow through on assignments without supervision. Ability to maintain acumen in the face of resistance, indifference, or hostility.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of Federal laws, rules and regulations pertaining to elementary and secondary education programs. Knowledge of Nevada budget and fiscal accounting procedures for example Standards for State agencies, etc. Knowledge of State personnel rules and procedures for example State administrative manual, Department of Education Rules and Practices Handbook.

Ability to persuade, to move people toward a course of action so that work can be accomplished under high morale conditions. Ability to negotiate in order to resolve problems with local school districts staff when their actions conflict with State or federal policy, rules and regulations. Ability to compute in order to determine budgets, allocations to eligible agencies, maintain accurate financial records, audit and report findings. Ability to develop and adjust branch budgets. Ability to negotiate with federal Department of Education officials over contract, State plan and other documents impacting the State Department of Education or local school districts. Ability to respond to requests for help, information, research, and other data on short or no notice.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:

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